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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3335.11**Effective Date: June 20,
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Request Notification of Change

 (NASA Only)**Subject: Merit Promotion and Placement****Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |
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Chapter 2. Responsibilities

2.1 Human Resources (HR) Directors

2.1.1 HR Directors or their designees are responsible for:

- a. Integrating diversity and inclusion into strategic recruitment decisions to enhance organizational effectiveness and help achieve Center mission goals.
- b. Collaborating with the EEO office to identify recruitment strategies, best practices, and alternative hiring authorities to reach underrepresented groups as identified in the Center's Federal Equal Opportunity Recruitment Program (FEORP) plan and the EEO barrier analysis.
- c. Assisting management with the identification of recruitment strategies, participation in the development of rating criteria, and selection procedures.
- d. Ensuring HR staff, responsible for advising management and executing personnel actions, are trained and knowledgeable of legal, regulatory, and program requirements, including alternative methods of filling jobs, special appointing authorities, veterans' preference, and EEO objectives.
- e. Preparing and publishing vacancy announcements in USAJOBS and issuing certificates using the Agency-approved automated staffing and referral tool in accordance with OPM regulations and Agency guidance.
- f. Granting an extension of the application deadline if circumstances warrant; when an extension is granted, granting the extension to all applicants in like circumstances.
- g. Prior to the opening date of the vacancy announcement, and in consultation with the supervisor, conducting and documenting the job analysis process, including the identification of any selective factors, when applicable.
- h. Evaluating applicants for minimum qualifications and eligibility and ranking applicants to identify best-qualified candidates, as applicable.
- i. Ensuring selections are made in accordance with legal and regulatory requirements.
- j. Notifying applicants of the status of their application in a timely manner in accordance with paragraph 4.5 of this directive.
- k. Ensuring employees downgraded due to a planned management action (e.g., reduction in force, reorganization, or reclassification) are provided special consideration in accordance with 5 CFR 536.
- l. Ensuring employees eligible for reemployment priority are provided reemployment consideration in accordance with 5 CFR 330, subpart B.
- m. Deciding on requests for reconsideration in accordance with chapter 7 of this directive.
- n. Ensuring that personnel actions are fully documented, case file documentation allows reconstruction of personnel

actions, and files and records are maintained, controlled, and protected in accordance with NPD 1382.17 and NPR 1441.1.

- o. Setting the entrance on-duty date on a Sunday for current Federal-civil service employees and on a workday (generally, the first Monday of a pay period), for individuals outside the civil-service workforce.
- p. When establishing an applicant supply file, ensuring proper acceptance and referral of applicants and application of veterans' preference, when applicable.

2.2 Supervisors

2.2.1 Supervisors are responsible for:

- a. Deciding on the method of filling vacancies and the area of consideration (i.e., who can apply.)
- b. Integrating diversity and inclusion into strategic recruitment decision making to enhance organizational effectiveness and help achieve mission goals.
- c. Participating in the development of recruitment strategies aimed at reaching qualified individuals who are underrepresented in the workplace as identified in the Center's FEORP plan and the EEO office's barrier analysis.
- d. Participating in the job-analysis process, including the identification of selective factors.
- e. Releasing employees to serve as subject-matter experts in the job analysis process or for participating on interview panels, as applicable.
- f. Ensuring that employees within the area of consideration who are absent for legitimate reasons and do not have access to Agency vacancy announcements receive appropriate consideration for promotion opportunities, as requested.
- g. Making timely selections based on job-related factors, including experience, education, competencies, performance, and awards.
- h. Monitoring selection procedures and outcomes and ensuring actions are consistent with merit system principles. (Reference 5 U.S.C. 2301).

2.3 Employees

2.3.1 Employees are responsible for:

- a. Complying with the requirements of this directive and following procedures outlined in vacancy announcements when applying for jobs.
- b. Notifying their supervisor in writing if they want to be considered for vacancies that may occur during their temporary absence when they will not have access to Agency vacancy announcements.

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